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Experience

The Brand Group LA

Viral Manager

- Managing profiles and various social media pages
- Writing and posting blog posts/tweets/updates, etc.
- Tracking the growth and the impact of social media of business
- Replying to comments, messages, etc.
- Produce innovative social media campaigns and manage day-to-day editorial content for roster of clients.
- Reviews, analyzes and provides actionable reporting on key performance indicators and fan base metrics for --Facebook, YouTube, Twitter, and etc.

Eric Roy Law Firm

Marketing Assistant

- Design and production of weekly postcard mailings
- Coordination of weekly & monthly client marketing updates
- Email marketing -- Use Constant Contact to send weekly email updates as well as assisting in the production of the monthly newsletter
- Assist in management of social media accounts and development of social media strategies
- Meeting scheduling and coordination- schedule meetings, make reservations, update calendars in Microsoft Outlook and create and update meeting calendars for client meetings

iHeart Media

Production Assistant

- Recording and preparing actuality for broadcast. Setting and monitoring live shots.
- Stocking production studios/productions rooms.
- Answering telephones and handling listener questions
- Assisting with commercial production.
- Responsible for operating broadcast board inclusive of digital editing, recording and maintaining network feeds.

Skills

HTML, Wordpress, Tumblr SEO, marketing, customer service, personal assistant, sales, organization, web design, social media, social media analytics, research, press releases.

Education

August 2008- May 2013

Norfolk State University
Bachelor of Science in Mass Media Art

Norfolk, Virginia

Links

TheBrandGroup.LA

Multiple Choice

1) Food is served on what side with what hand?

- a) On the left side with the left hand
- b) On the left side with the right hand
- c) On the right side with the left hand
- d) On the right side with the right hand

2) Drinks are served on what side with what hand?

- a) On the left side with the left hand
- b) On the left side with the right hand
- c) On the right side with the left hand
- d) On the right side with the right hand

3) Food and drinks are removed on what side with what hand?

- a) On the left side with the left hand
- b) On the left side with the right hand
- c) On the right side with the left hand
- d) On the right side with the right hand

4) What part of a glass should you handle at all times?

- a) The stem
- b) The widest part of the glass
- c) The top

5) When you are setting a dining room how should you set up your tablecloths?

- a) Neatly and evenly across the tables
- b) The creases should all be going in the same directions
- c) The chairs should be centered and gently touching the table cloth
- d) All of the above

6) If you bring the wrong entrée to a guest what should you do?

- a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
- b) Inform the guests that you will bring the correct entrée once everyone else in the dinning room is served
- c) Try to convince the guests to eat what you brought them
- d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

Match the Correct VocabularyD Scullery

A. Metal buffet device used to keep food warm by heating it over warmed water

E Queen Mary

B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron)

A Chaffing Dish

C. Used to hold a large tray on the dining floor

B French Passing

D. Area for dirty dishware and glasses

G Russian Service

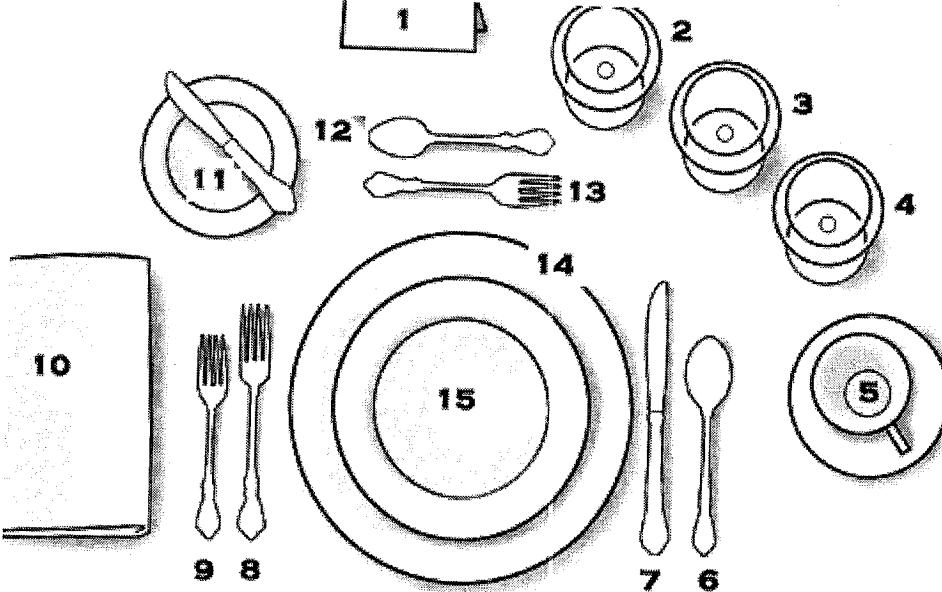
E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored

F Corkscrew

F. Used to open bottles of wine

C Tray Jack

G. Style of dining in which the courses come out one at a time



Score / 35

Match the Number to the Correct Vocabulary

<u>8</u>	Dinner Fork
<u>5</u>	Tea or Coffee Cup and Saucer
<u>7</u>	Dinner Knife
<u>12</u>	Wine Glass (Red)
<u>1</u>	Salad Fork
<u>14</u>	Service Plate
<u>12</u>	Wine Glass (White)

10 Napkin
11 Bread Plate and Knife
1 Name Place Card
12 Teaspoon
13 Dessert Fork
6 Soup Spoon
15 Salad Plate
12 Water Glass

Fill in the Blank

1. The utensils are placed 12 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Condiments such as creamer etc
3. Synchronized service is when: In order same time
4. What is generally indicated on the name placard other than the name? Food Selection
5. The Protein on a plate is typically served at what hour on the clock? 6
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? Let the kitchen know